DELPHI Skills Assessment for AR System Administrator

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Transaction Types								
AR Profile Options								
Define Dunning Letters and Dunning Letter Sets								
Merging Duplicate Customers								
Maintaining Aging Buckets								
Collections								
Payment Terms								
Maintaining Customer Data								
Adjusting Project Invoices								
Adding Customers								
Accounts Receivable Setup								
Defining Collectors								
Credit Memo Reason Codes								

AR Systems Administrator.doc